

## CONTACT

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## PERSONAL DETAILS

Date of Birth:  
November 13, 1999  
Marital Status:  
Single  
Nationality:  
India  
Languages Known:  
English, Tamil, Malayalam  
Visa Status:  
Visit Visa

## INTERPERSONAL SKILLS

- Motivated team player.
- Ability to manage time, prioritize tasks and work under tight deadlines.
- Ability to work in a fully automated accounting environment.
- Ability to work with less supervision.
- Effective and professional communication.
- Positive thinking and problem solving.
- Social committee member.

# MOHAMED SAFEEK

MBA (HR), B.Com (IND)  
3 years of Work Experience



## Summary

Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. Aspires to work for a professional organization that offers challenging opportunities and an excellent cooperative working environment to utilize my professional and technical knowledge in HR Management, Payroll, Accounts, Audit and other commerce related fields, and to provide services to the organization at my best level through sheer dedication and hard work. Flexibility to adapt to fast-paced, energetic environment while managing competing deadlines. Productive Articled Assistant skilled in organizing and managing multiple projects and assignments with capacity to set priorities and meet deadlines. Familiarity with basic accounting principles to analyze and manage variety of data.

## ACADEMIC QUALIFICATION

- MBA in Human Resources Management – (HRM) (IND). (2021 – 2023)
- B.COM in Regular Bachelor of Commerce – Accountancy & Finance. (2018 - 2021)

## EXPERIENCE

Ejar Cranes & Equipment L.L.C. - Dubai, United Arab Emirates.  
**Account Executive Payroll – (April 2025 – Present)**

### KEY RESPONSIBILITIES

- Assisted in preparing monthly payroll by collecting attendance records, verifying working hours, and ensuring compliance with UAE, Saudi, and Qatar labor regulations.
- Supported the payroll team in maintaining accurate employee data, including salary structure, allowances, deductions, and end-of-service benefits.
- Managed timesheet and attendance processes for employees across UAE, Saudi Arabia, and Qatar, ensuring accuracy and alignment with local labor laws and public holiday calendars.
- Collaborated with HR and Finance departments to resolve payroll discrepancies, manage employee queries, and ensure timely payroll processing.
- Gained hands-on experience using payroll software such as Excel, Tally, and Microsoft Dynamics for salary computation and payroll reporting.
- Processed salary disbursements through Wage Protection System (WPS) and ensured compliance with statutory requirements including GOSI, MOHRE guidelines, and gratuity calculations.

## PROFESSIONAL SKILLS

- Knowledge of Tally and MS Office.
- Type writing (English) Certified.

Moore Stephens L.L.C. - Dubai, United Arab Emirates.

### **Audit Trainee & Back Office Lead – (Jun 2022 – April 2024)**

#### **KEY RESPONSIBILITIES**

- Maintained records and files to furnish reliable documentation.
- Prepared reports and materials to assist with audits.
- Reconciled worksheets to verify accuracy of documents or records.
- Assist with team administrative task and assist with recruiting.
- Review the full financial and policy notes.
- Managing the bank confirmation.com, pro audit software, TMS software and risk assessment sheet.
- Reviewed accounts and tracked recurring expenses for accrual entry.
- Vouching of bills and verification of documents.
- Leading and managing the audit back office team.
- Preparing the lead schedule with trial balances.

Hari Infotech - Tamil Nadu, India

### **HR Assistant cum Junior Accountant – (May 2021 – May 2022)**

#### **KEY RESPONSIBILITIES**

- Coordinated with HR managers, executives, and accountants to support team operations and workforce planning.
- Managed multiple administrative tasks including scheduling interviews, employee onboarding, and maintaining HR records.
- Assisted in recruitment, sourcing, screening, onboarding, and organizing new employees across departments.
- Processed employee payroll data with accuracy and timeliness using Excel and payroll software ensuring compliance with federal and state tax regulations.
- Assisted in maintaining payroll records, prepared reports for audits, and supported month-end reconciliation activities, demonstrating strong attention to detail and data integrity.
- Mentored and supported employees through personal and professional development initiatives.
- Manage accounting assistants and bookkeepers.
- Update and maintain the general ledger.
- Verify and reconcile accounts payable and accounts receivables.

## **Declaration**

I declare that the information provided above is accurate to the best of my knowledge, and I accept full responsibility for the accuracy of the details stated above.